



I-08-009

Contract # 4732  
(obtain from City Clerk)

## CONTRACT REVIEW/APPROVAL ROUTING FORM

### INSTRUCTIONS:

#### 1. First time original contracts

- Contact City Clerk's Office for Contract Number
- One copy of the Contract Routing Form
- Two original contract documents

FILED

MAY 14 2008

CITY CLERK  
CITY OF SHORELINE

#### Amendments/Change Orders

- Contact City Clerk's Office for a NEW Contract Number
- One copy of the Contract Routing Form
- Two original amendments/change orders
- One copy of the original contract

### CONTRACT DESCRIPTION

Originator: Rika Cecil Routed by: Amanda DeSilver

Department/Division: Public Works/SWES Date: March 24, 2008

Type of Contract: ☐ (A) Addendum/Change Order ☐ (W) Public Works ☐ (O) Other  
☐ (GR) Grants ☐ (S) Purchase of Services  
☐ (L) Lease Agreement ☒ (I) Intergov't Agreement

CONTRACT TITLE: King County Waste Reduction & Recycling 2008/09 Grant

Brief Description of Services: Funds for Recycling Events, Natural Yard Care Event, Organics Recycling and Residential Green Building Program

Contract Modification: Has the original contract boilerplate language been modified? ☐ Yes ☒ No

If yes, list which sections have been modified:

Bid/RFP Number:

Name of Consultant/Contractor: King County

Effective Date: 1/1/08 Termination Date: 12/31/09

Total Amount of Contract (including reimbursable expenses): \$40,596 in 2008; \$40,596 in 2009 = \$81,192

Org Key - Obj Number: 2708092 various objects per '08 approved budget Amount: \$40,596 J/L Number (if required):

Org Key - Obj Number: Amount: J/L Number (if required):

Org Key - Obj Number: Amount: J/L Number (if required):

Budget: Are there sufficient funds in the current budget to cover this contract? ☒ Yes ☐ No

If no, where are the additional funds coming from:

Payment Terms (monthly installments, progress payments, etc.): Progress payments

Remarks:

### SIGNATURE ROUTING

☒ 1. Project Manager/Director ☒ 6. City Council approval (if required) Approved 2/25/08  
☒ 2. Risk Management/Budget ☒ 7. City Manager  
☒ 3. City Attorney ☒ 8. City Clerk  
☐ 4. Send to Consultant for signature (only contract documents)  
☒ 5. Department Director ☒ 9. Originating Department

### PRIOR TO EXECUTION - MUST BE ATTACHED

For Public/Small Works Contracts: For Service Contracts:

☐ Contractor Responsibility Form ☐ Certificate of Insurance  
☐ Contract Bond/In Lieu of Form ☐ W-9 Form  
☐ Certificate of Insurance



## Memorandum

**DATE:** 3/24/08

**TO:** Bob Olander

**FROM:** Mark Relph *MR*

**CC:** Jesus Sanchez *JS*  
Jerry Shuster *JS*  
Rika Cecil *RC*

**RE:** King County Waste Reduction & Recycling 2008/09 Grant Award

The City has received a 2008/09 King County Waste Reduction & Recycling Grant award for \$81,192. Funds will be used to support the City's Recycling Events, Natural Yard Care Events, Organics Recycling and Residential Green Building Program.

In 2008, the City will receive \$40,596. These funds were included in the City's 2008 budget which was approved by the City Council. Although a total of \$81,192 was awarded, the 2009 grant award amount is contingent on passage of the 2009 King County budget.

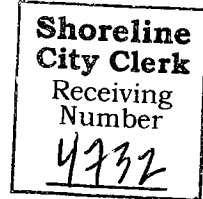
On February 25, 2008, the City Council approved authorization for the City Manager to sign the Interlocal Agreement, in order to receive the funding. Attached are four copies of the Interlocal Agreement (#D36988D) for your signature and the City Attorney's signature.

If you have any questions, you can reach Rika at -0460. Thank you.

**INTERLOCAL AGREEMENT FOR 2008-2009**

**Between**

**KING COUNTY and the CITY OF SHORELINE**



This two-year Interlocal Agreement (hereinafter referred to as the Agreement) is executed between King County, a political subdivision of the State of Washington, and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively.

This Agreement has been authorized by the legislative body of each party as designated below:

King County Ordinance No. 2003-0462

City Shoreline

**PREAMBLE**

King County and the City of Shoreline adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and direction. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this agreement as Exhibit B. Grant funding for this program is subject to the yearly budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be generously shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City of Shoreline by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2008 shall not exceed \$40,596. The City understands that even though this agreement is two years in duration, funding for this program is subject to the yearly budget approval process of the King County Council.
2. This agreement provides for distribution of 2008 and 2009 grant funds to the City. However, 2009 funds are not available until January 1, 2009, and 2009 funding is contingent upon King County Council approval of the 2009 King County budget.
3. During the two year grant program, the City will submit a minimum of two, but no more than eight, progress reports to the County in a form approved by the County. Reports must be signed by a city official. These reports will include:
  - a) a description of each activity accomplished pertaining to the scope of work; and
  - b) reimbursement requests with either copies of invoices for each expenditure for which reimbursement is requested or a financial statement, prepared by the city's finance department, that includes vendor name, description of service, date of service, date paid and check number.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two year grant program, they shall be due to the County on the last day of the month following the end of each quarter - April 30, July 30, October 31, January 31 - except for the final progress report and request for reimbursement which shall be due by March 31, 2010.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two year grant program, they shall be due to the County on January 31, 2009 and March 31, 2010.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2009 and January 2010, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

3. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2010.

4. If the City accepts funding through this grant program for the provision of Waste Reduction and Recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award or contracting process.
6. During the performance of this Agreement, neither the City nor any party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2012.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the piece.
13. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the carrier routes provided by King County. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
14. The City understands that funding for recycling collection events for adjacent areas of unincorporated King County will be allocated on a yearly basis subject to the King County Council's yearly budget approval process and that provision of funds for these events is not guaranteed for the second year of the grant program.
15. This project shall be administered by Rika Cecil, Environmental Programs Coordinator, City of Shoreline; 17544 Midvale Ave North; Shoreline, WA 98133-4921; [rcecil@ci.shoreline.wa.us](mailto:rcecil@ci.shoreline.wa.us), or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by city and is subject to the King County Council's yearly budget approval process. Provided that the funds are allocated through the King County Council's yearly budget approval process, grant funding to the City will include a base allocation of \$5,000 per year with the balance of funds to be allocated according to the city's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

The City of Shoreline's budgeted grant funds for 2008 are \$40,596. Unspent 2008 funds may be carried over to 2009, but 2009 funds will not carry over to 2010.

The City of Shoreline's estimated grant funds for 2009 are \$40,596. 2009 funds are not available until January 1, 2009, and 2009 funding is contingent upon King County Council approval of the 2009 King County budget. Following approval of the 2009 King County budget, the County's grant program administrator will notify the city of the final 2009 grant funding.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Shoreline" and/or "text provided courtesy of the City of Shoreline".
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Morgan John, a Project Manager, or designee, to be specified by the King County Solid Waste Division.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2008 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2008 and shall terminate on December 31, 2009. However, if execution by either party does not occur until after January 1, 2008, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2008 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II. A of the Agreement.

### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice
- B. This Agreement may be terminated by either party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for

termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.

- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other party.

## **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written or verbal request by the City and written or verbal approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope

## **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.



## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Morgan John, Project Manager, or a provided designee,  
King County Solid Waste Division  
Department of Natural Resources and Parks  
201 South Jackson Street, Suite 701  
Seattle, WA 98104-3855

If to the City:

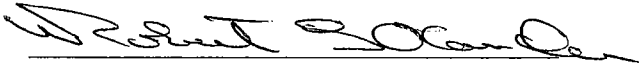
Rika Cecil, Environmental Programs Coordinator  
City of Shoreline  
17544 Midvale Avenue North  
Shoreline, WA 98133-4921

IN WITNESS WHEREOF this Agreement has been executed by each party on the date set forth below:

City

King County

Accepted for King County Executive

  
(Title)  
City Manager

BY   
Theresa Jennings, Director  
Department of Natural Resources and Parks

For Ron Sims, King County Executive

Date

03/27/08

Date

5-2-08

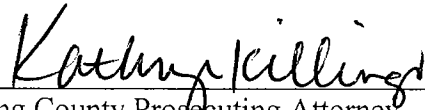
Pursuant to \_\_\_\_\_

Pursuant to Ordinance No. 2003-0462

Approved as to form:

Approved as to form:

  
City Attorney

  
King County Prosecuting Attorney

Date

3/26/08

Date

4/17/08

**City of Shoreline**  
**2008/09 Waste Reduction & Recycling Program**  
**Grant Application for**  
**\$40,596 in 2008 and \$40,596 in 2009**

Application contact person:

Name: Rika Cecil

Title: Environmental Programs Coordinator

Phone: (206) 546-0460

FAX: (206) 546-7868

Email: rcecil@ci.shoreline.wa.us

**1. Task: Clean Sweep Recycling Events (4)                      Total WRR cost: \$31,000**

Event Schedule: Spring and Fall 2008 and 2009

Consistency with Plan:

In King County's *Final 2001 Comprehensive Solid Waste Management Plan* (p. 4-36), cities are encouraged to offer special collection events to residents in order to collect secondary recyclable materials. Regarding City-County coordination for the waste reduction and recycling grant program, the stated strategy is to provide County grant funding to cities in support of the collection of secondary recyclable materials (from *Final 2001 Comprehensive Solid Waste Management Plan* p.4-40).

Goal Statement:

The goal of this project is to increase waste reduction and recycling in the City of Shoreline by providing residents with an event for disposing of selected household hazardous waste materials, as well as a variety of secondary recyclable materials that cannot be placed at the curbside for pick-up.

Project Description:

One event in the spring and one event in the fall of 2008 and 2009 will be offered by the City of Shoreline to its residents. Vendors will collect and dispose of various items, which may include the following:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1) Bulky Yard Debris              | 9) Used Motor Oil                   |
| 2) Clean Scrap Lumber and Pallets | 10) Used Antifreeze                 |
| 3) Appliances                     | 11) Used Lead Acid Batteries        |
| 4) Ferrous Metals                 | 12) Fluorescent light tubes & bulbs |
| 5) Non-Ferrous Metals             | 13) Reusable Household Goods        |
| 6) Computers and cell/telephones  | 14) Porcelain Toilets and Sinks     |
| 7) Computer Monitors              | 15) Used Household Batteries        |
| 8) Used Motor Oil Filters         | 16) Propane Tanks                   |

The total estimated cost for vendors at four events is \$120,000. King County Waste Reduction & Recycling (WRR) grant funds will contribute **\$10,000**, while the remainder is contributed by the Local Hazardous Waste Management Program (LHWMP) grant funds and the City of Shoreline.

City staff will coordinate the events, answer participants' questions, train volunteers and staff, set-up and take down event materials, control/flag traffic, and provide direct assistance to residents delivering materials. WRR grant funds will contribute **\$13,000**.

The total estimated cost for supplies, e.g. food and portable toilets, at the four events is **\$8,000**.

Educational materials will be distributed at each event and may include:

Shoreline's "Where To Take It" flyer & *Guide to Recycling*  
Hazardous Wastemobile Schedule & Information  
*Healthy Home Companion* (King County)

Event promotion will include:

direct mailing to every residential address in Shoreline  
notices in the City newsletter, cable channel and website  
notices in the community newspaper  
event day banners

City and other grant funds will pay for the cost of printing, purchasing mailing lists, and/or postage.

Performance Objectives:

The City of Shoreline collected the following quantities of recyclable materials at the Spring 2007 Clean Sweep Recycling Event, and it anticipates meeting or exceeding the same numbers:

1) Antifreeze	110 gallons	8) Televisions	286
2) Computer monitors	356	9) Propane tanks	55
3) Batteries: household	717 lbs.	10) Porcelain Toilets/Sinks	59
4) Batteries: lead acid	110	11) Scrap Lumber	2021 lbs.
5) Oil filters	1-55 gal drum	12) Scrap Metal	27.5 tons
6) Oil	440 gallons	13) Yard Debris	24.39 tons
7) Refrigerators/freezers	34	14) Water heaters	33

To advertise the event, approximately 21,000 households will receive a flyer.

During the event, new/updated educational materials will be available and/or distributed to each vehicle (1,160 vehicles attended the Spring 2007 event).

Impact Objectives:

Each resident that reads the event announcement flyer, which contains information about recycling opportunities and the Hazardous Waste Collection Shed, will increase their recycling and hazardous waste awareness. Multiple events, which are advertised by multiple flyers, will repeat and reinforce the message that it is normal and expected behavior to recycle household solid and hazardous waste.

### Evaluation:

**2. Task: Natural Yard Care Program** **Total WRR cost: \$5,000**

The King County *Final 2001 Comprehensive Solid Waste Management Plan* (p. 4-6, 4-29, 4-32, 4-34) states that one of the six objectives for waste reduction and recycling for the next 20 years is to “enhance resource conservation efforts by integrating waste reduction and recycling with other programs....” King County specifies integration with air and water quality programs, salmon restoration, and soils management programs (from King County *Final 2001 Comprehensive Solid Waste Management Plan* p. 4-39). One of the steps recommended in the Plan (p. 4-29) is to “educate residents about the benefits of using compost to enhance soils.”

The goal of this project is to offer an event that integrates waste reduction and recycling products (e.g. compost bins) with water conservation equipment (e.g. rain barrels, soaker hoses, etc.), soil enhancing products (e.g. worm castings) and education (e.g. native plant information) that creates a holistic, environmentally healthy approach to gardening, which is the number one recreational activity of residents in Western Washington, according to the Master Gardener Program.

## 3

with Earth Day celebrations. Given the success of the Natural Yard Care Events that the City has offered since 2003 in collaboration with the Shoreline Central Market, planning will begin with Central Market in January 2008. The City has already received a verbal commitment from the Market to host the event at their site. During January - March, products and educational materials will be selected and ordered for distribution during the event. An event flyer will be created and printed in February/March and mailed to all 21,000 households in Shoreline in April to advertise the event.

Products, which will be offered during the event at a reduced rate or at no charge, may include the following:

- Compost Bins
- Green Cones
- Soaker Hoses
- Rain Barrels
- Safer Soap Samples
- Organic Weed Block Samples
- Manual Weed Pullers

Specific quantities of items, as well as the percentage of cost that is reduced, will be determined in January/February 2008 & 2009. The estimated cost to WRR is **\$2,000.**

City of Shoreline staff will coordinate the events, answer participants' questions, train volunteers and staff, set-up and take down event materials, and flag traffic. To reinforce the educational messages at the events, Master Gardeners and Master Composter/Recyclers will be available to answer questions and facilitate interactive educational activities. Estimated cost to WRR funds for staff time is **\$3,000.**

#### Performance & Impact Objectives:

Based on the November 2000 King County & Central Puget Sound survey of 531 residents (see Project Description section on p. 2), and given that 1100 – 1300 residents attended the City's Natural Yard Care Event in Spring 2007, it is anticipated that 448 - 560 residents will change their gardening behavior to improve Shoreline's environment and water quality by amending soils and reducing solid waste and pollution (e.g. through a reduction in pesticide use). By integrating hazardous waste (Integrated Pest Management concepts) and solid waste (composting) education into the natural yard care events, waste reduction and recycling messages will be linked to environmental health and expanded into the following new behaviors:

- the demand for recycled products will be increased, as a result of receiving high quality products made from recycled materials at the events

- pesticide purchases will be reduced, as the need for them is decreased through the application of soil enhancing, home-composted materials and other natural yard care techniques.

Evaluation: Names and addresses of selected event attendees and their commitment to complete a future survey will be collected at one product table, in exchange for receiving the product for free. Surveys will be sent to these participants in October 2009 and 2010.

### **3. Task:       Organics Recycling Program**

**Total WRR cost: 22,596**

#### Consistency with Plan:

Recommendation #7 in the King County *Final 2001 Comprehensive Solid Waste Management Plan* is to “promote environmentally sound management of organic materials” (p. 4-34). Specifically, on p. 4-41, the Plan recommends that cities “consider and promote recovery and beneficial uses of food waste.”

#### Goal Statement:

The goal is to offer practical, easy-to-use containers for storing food scraps under the kitchen counter that reduce smell and other factors that would otherwise deter residents from recycling food scraps and compostable paper in their curbside yard debris container.

#### Project Description:

A small variety of under-the-counter food scrap containers will be researched and field-tested to determine which container is attractive, easy to use and durable. Price of containers, as well as the amount of recycled material used to manufacture the containers will also be rated.

Biodegradable bags made from corn will be selected and field-tested to access if they fit into the container and can be easily removed. Local sources of the bags will be found and advertised for residents as a resource, when they need additional bags.

A supply of the selected containers and bags will be purchased and/or subsidized for distribution to residents who have requested the container and have signed-up for the new curbside yard debris collection to begin in March 2008 in Shoreline.

#### Performance & Impact Objectives:

By making the process of storing and recycling food scraps a neutral or positive experience, the City hopes to maximize the number of residents who recycle their organics in their curbside yard debris container.

Since mixing organics with yard debris will be new to Shoreline residents, yard debris subscribers may be more motivated to add organics, if the incentive of free or low cost bags and containers is offered.

The higher the number of residents that recycle organics in their yard debris, the greater the amount food that will be diverted out of the solid waste stream and into recycling. Ultimately, the mixed organics/yard debris is composted locally and re-sold to residents to amend their garden soils, conserving and re-using resources.

Evaluation:

Contact information for residents who request and receive a container will be logged. In Fall 2009, an evaluation will be sent to these residents to assess if they are using the container for organics recycling, and if not why.

**4. Task:            Green Building Outreach Program            Total WRR cost: \$22,596**

Consistency with Plan:

One of the key components of King County's *Final 2001 Comprehensive Solid Waste Management Plan* is to 'encourage the use of recycled and other environmentally sensitive products and practices in the design and construction of buildings, including new and remodeled homes (p.4-40).

Goal Statement:

To assist residents with tips and resources for remodeling their homes using Green Building techniques. In addition, residents will be invited to tour the new City Hall and view Green Building techniques that have been incorporated in the building.

Project Description:

Existing and/or new green building brochures that target homeowners who want to remodel their home or yard will be created, collected and distributed in conjunction with the construction and opening of the new City Hall in 2009, as well as at the City's Natural Yard Care Event.

Since it's anticipated that the City Hall will receive Gold level LEED certification, and the County's new Shoreline Recycling and Solid Waste Transfer Station will also be LEED certified, the City hopes to create a map for residents of all the green building sites in Shoreline that residents can see from the street and/or tour.

Performance & Impact Objectives:

Since residents are more likely to try green building techniques if they see and experience the benefits, quality and value of green building, tours of the new City Hall will be offered.



Brochures will be distributed that make it as easy as possible for them to find and use recycled and other environmentally sensitive products and practices in their home.

As more residents purchase items made from recycled products, the stronger and more extensive the market will be for recycling, conserving resources, and reducing solid waste

Evaluation:

Information from residents, who tour the City Hall and/or receive an item made from a recycled product at the Natural Yard Care Event, will be logged and sent a survey in 2010.

**WRR 2008/09 Budget Detail**  
**\$81,192**

**2008**

Staff costs

Recycling Events (2)	\$6,500
Natural Yard Care Event (1)	\$1,500

Admin & Supplies

General recycling program supplies	\$4,000
Natural Yard Care Event materials	\$1,000
Organics outreach supplies	\$20,846

Consultant & contract services

Recycling events (2)	\$5,000
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Printing & distribution costs

Organics outreach postage printing	<u>\$1,750</u>
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**Total 2008: \$40,596**

**2009**

Staff costs

Recycling Events (2)	\$6,500
Natural Yard Care Event (1)	\$1,500

Admin & Supplies

General recycling program supplies	\$4,000
Natural Yard Care Event materials	\$1,000

Consultant & contract services

Recycling events (2)	\$5,000
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Printing & distribution costs

Green building postage	\$3,000
Green building printing	\$19,596

**Total 2009: \$40,596**

Insurance Authority

JAN 14 2008  
King County DNRP  
Solid Waste Division  
Administration

Cert#: 5377

14-Jan-08

King County Solid Waste Division  
Attn: Morgan John  
201 S. Jackson ST, STE 701  
Seattle, WA 98104-3855

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

RE: City of Shoreline  
2008 WR/R grant agreement, D36988D

**Evidence of Coverage**

The above captioned entity is a member of the Washington Cities Insurance Authority (WCIA), which is a self insured pool of over 123 municipal corporations in the State of Washington.

WCIA has at least \$1 million per occurrence combined single limit of liability coverage in its self insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member.

WCIA is an Interlocal Agreement among municipalities and liability is completely self funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an "additional insured".

Sincerely,



Eric B. Larson  
Deputy Director

cc: Debbie Tarry  
Rika Cecil